

## Congress of the United States

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WASHINGTON, DC 20510

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OFFICE OF TECHNOLOGY ASSESSMENT

86-3867

November 7, 1986

TO: US/USSR Military Technology Workshop Participants

FROM: Jackie Robinson *Jackie Robinson*  
Administrative Assistant  
International Security and Commerce Program

RE: Travel Procedures and Compensation Information

Omega World Travel Agency provides OTA with a full range of travel services. All transportation arrangements must be made through Omega if you anticipate reimbursement for incurred costs. Any exceptions to this procedure would require prior approval of OTA's Administrative Officer, Tom McGurn. Since Omega is authorized to handle our travel, they will be able to get airline tickets at a discounted government rate. If a government rate is not available, then they locate the most cost efficient rate.

Omega Travel will also be making hotel reservations (if you wish) for your stay in Washington or any other travel that would be requested by OTA. They will work with you to find a hotel that suits your needs and, depending upon availability, within your subsistence maximum. If you have a hotel that you prefer, Omega will be happy to make the reservation for you as well.

The enclosed travel information sheet explains what our travel procedures are and gives telephone numbers for Omega Travel. Omega Travel has been successfully dealing with government travel for several years, so we feel confident that our travelers will be pleased with this arrangement. Omega can be reached 24 hours a day for reservations, questions, or problems. If you have any questions concerning travel or reimbursement, please feel free to call me at 202-226-2013.

Many OTA advisory panelists request compensation for attending panel meetings; others serve pro bono or at the expense of their employers. Those requesting compensation receive a standard honorarium of \$200 per day. Our procedure is to enter into a letter contract with each advisory panel member requesting compensation.

Please send me a copy of a short biography or sketch of your background. It would be a tremendous help to us when we write your contracts.

Thank you for your cooperation.



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